

PERSONNEL COORDINATOR
(EMPLOYMENT AND DEVELOPMENT MANAGER)

NATURE OF WORK

This is highly responsible administrative and supervisory work coordinating the activities of the Employment and Training Division of the City-County Personnel Department. Works with the County Board of Commissioners, City and County Department Heads, City Council and Mayor as an Assistant to the Personnel Director.

Work involves responsibility for developing and administering the City and County personnel policies and procedures related to employee recruitment, selection and layoff, employee training and development, the maintenance of personnel records, the Employee Assistance Program, the Drug and Alcohol Programs, the Award of Excellence Programs, and the Commercial Driver's License Third Party Examiners Program. An employee in this class is also responsible for recommending new, and interpreting existing, personnel rules and regulations, City Code and labor contracts to subordinates and department heads. Work is performed with considerable independence and is reviewed in terms of results obtained and total effectiveness of programs. Solutions to unusual problems and suggested improvements and modifications of personnel practices are made after conferences with, and upon approval of, the Personnel Director. Supervision is exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Assists the Personnel Director in the supervision of personnel programs covering employee recruitment, selection and layoff, employee training and development, personnel records, the Employee Assistance Program, the Drug and Alcohol Programs, the Award of Excellence Programs, and the Commercial Driver's License Third Party Examiners Program; reviews results of work performed by professional, paraprofessional and clerical employees.

Monitors and analyzes employment practices in accordance with the affirmative action plan objectives and equal employment policies; investigates and researches discrimination charges; disseminates Affirmative Action and Equal Employment Opportunity information; supervises the compilation of the federal EEO-4 report and other documents to appropriate agencies.

Interprets County Rules, City Code, policies, practices and labor contracts to department officials, employees, professional groups, and the public; confers with department officials regarding personnel/employment related needs and problems; evaluates suggested policies offered by departments and employees.

Assists the Personnel Director in employee and public relations programs and in the establishment of standards, procedures, policies, forms and regulations; develops and recommends new methods and procedures for improving the quality and efficiency of these activities.

Responds to grievances; resolves disputes through mediation; counsels supervisors and employees in areas of discipline and appeal procedure.

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Supervises subordinate employees performing hiring, separation review, disciplinary actions, recognition programs and drug testing.

Assists with the preparation of the training budget and goal statements.

Evaluates personnel programs and devises new and improved procedures, techniques and systems to increase the effectiveness and economy of the City and County personnel programs.

Attends meetings of the City Council and County Board of Commissioners as assigned; drafts and reviews communications and requests for actions.

Consults with department heads, division supervisors, and employees concerning interpretation of personnel rules and regulations, City Code and labor contracts; consults with supervisors to determine ways of alleviating personnel problems.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of modern personnel administration including the Uniform Guidelines on Employee Selection Procedures, civil rights legislation, Fair Labor Standards Act, and other appropriate federal, state and local laws and regulations pertaining to personnel administration.

Considerable knowledge of the merit principles and their application to employee selection and promotion procedures.

Considerable knowledge of training principles and techniques.

Considerable knowledge of the organization, structure, functions, and type and content of jobs typically found in local government.

Knowledge of current trends, developments and modern techniques in the field of recruitment, employment and personnel administration.

Ability to make professional and administrative decisions within the framework of department policy and to present ideas concisely and effectively both orally and in writing.

Ability to plan, assign, and coordinate the work of paraprofessional and clerical employees.

Ability to establish and maintain effective relationships with subordinates, City-County officials, employees, representatives of other agencies and the general public.

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DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in personnel, public or business administration, or related field and considerable experience in progressively responsible public personnel administration including supervisory experience. An accredited master's degree in an appropriate field may be substituted for a proportionate amount of experience requirements.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in personnel, public or business administration, or related field and experience involving progressively responsible personnel administration; or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

Approved by: _____
Personnel Director

Revised 9/2003

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